



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Mailroom

| | | |
|---|--------------------------------|--|
| TITLE: Certified Mail Book | | CUTOFF: WSO |
| DESCRIPTION: Log of certified mail sent to/from any source. | | RETENTION: Years: 1 Months: Days: |
| NOTES: | | DISPOSITION ACTION: Destroy |
| SERIES #: 22873 | SERIES STATUS: Approved | APPROVAL DATE: 12/17/2008 |
| TITLE: Legal Book of Privileged Mail | | CUTOFF: WSO |
| DESCRIPTION: Mail to offenders from consulates, judges, attorneys, courts, elected officials listing their addresses, date received. Offender signature required upon receipt of letter. | | RETENTION: Years: 3 Months: Days: |
| NOTES: | | DISPOSITION ACTION: Destroy |
| SERIES #: 22874 | SERIES STATUS: Approved | APPROVAL DATE: 12/17/2008 |
| TITLE: Money Order/Check/Cash Return | | CUTOFF: EOCY |
| DESCRIPTION: Form sent to offenders notifying them of money received, from whom, and date returned to sender. Form #MO931-0925 | | RETENTION: Years: 3 Months: Days: |
| NOTES: | | DISPOSITION ACTION: Destroy |
| SERIES #: 22871 | SERIES STATUS: Approved | APPROVAL DATE: 12/17/2008 |
| TITLE: Postage Meter Log | | CUTOFF: EOCY |
| DESCRIPTION: Log of total number of letters sent and postage used. Total number of letters sent out by offenders. | | RETENTION: Years: 3 Months: Days: |
| NOTES: | | DISPOSITION ACTION: Destroy |
| SERIES #: 22872 | SERIES STATUS: Approved | APPROVAL DATE: 12/17/2008 |



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Department: Department of Corrections

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TITLE: Rejection of Mail Log

CUTOFF: EOCY

DESCRIPTION: Log of mail returned to sender that has been opened but, per policy, inmate is not allowed to have. Form #MO931-3798

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22875

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Unauthorized Property

CUTOFF: EOCY

DESCRIPTION: Forms listing property sent to offender that must be returned/donated or disposed of. Form #MO931-0226

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES #: 22876

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008
